

UNDERGRADUATE REGISTRATION REQUIREMENTS

Undergraduate Registration Requirements

Prior to the start of classes each session, students must register for courses according to instructions published on the University of Nebraska at Omaha (UNO) website. To be eligible to register, a new or re-admitted student (one who has not enrolled during the previous two years) must have completed all admission requirements. Prior to registering, a student should seek assistance from an academic advisor within his/her college. Some colleges and departments require advising prior to registering. Every student is encouraged to review the requirements for his/her intended degree with an assigned academic advisor. This review should be scheduled in preparation for and prior to each registration period.

Students who have outstanding debts or fees owed to the University of Nebraska System will not be permitted to register until these obligations have been met. Academically suspended students will serve a one-year suspension. Following this suspension period, these students will need to schedule an advising/reinstatement meeting with the College from which they were suspended in order to have their reinstatement hold released and be eligible to register for classes. If academically suspended students have not taken classes within the last two years, they will need to reapply to UNO first and then schedule their advising/reinstatement meeting.

Due to limited facilities and staff, the university cannot guarantee all students will be able to enroll for every course they wish in each semester.

Undergraduate Class Standing

A student's academic classification is determined by the number of semester hours of academic credit earned.

Academic Classification	Range in Semester Hours
Freshman	0 through 26
Sophomore	27 through 57
Junior	58 through 90
Senior	91 or above

Undergraduate Student Academic Course Load

1. A normal student load is 12 to 18 credit hours.

2. Full-Time Undergraduate students must be enrolled for a minimum of 12 credit hours in a fall semester, spring semester, or summer term to be considered a full-time student.

Half-Time Undergraduate students must be enrolled for a minimum of 6 credit hours in a fall semester, spring semester, or summer term to be considered a half-time student.

3. Students shall not carry 18 or more semester hours of work during the fall semester, 19 or more semester hours during the spring semester and 12 semester hours during the summer sessions unless they have maintained an average of "B" (3.0) in a regular 15-hour load during the preceding semester. Permission to register for additional semester should be obtained from the student's academic advisor.

4. Audit hours do not apply in counting hours for full-time status.

Undergraduate Students Declaring and Changing a Major

Undergraduate students are strongly encouraged to identify major areas of study in conjunction with their academic advisors early in their academic career. In order for an undergraduate student to make a change to the declared major or minor program of study, he/she will need to speak to the department that houses the program.

An appointment with an academic advisor may be required and is suggested in order to review requirements. Once a student has decided to make the change official, the academic advisor will submit a Change of Program eForm in MavLINK on their behalf. This eForm will route to any necessary approvers for review before being processed by the Office of the University Registrar. The student and submitting advisor will receive email notifications once the change has been processed.